



# healthcurrent

## Information Security Analyst

**Job Title:** Information Security Analyst  
**Reports to:** Director, Integration & Information Security Officer  
**FLSA Status:** Full-Time, Exempt

### Summary

Ensures the security of computing assets and data/information by establishing appropriate security frameworks and enforcing system access objectives and controls and maintaining business continuity / disaster preparedness plans ensuring they are current and thoroughly documented. This position is based in Phoenix, Arizona.

**Duties and Responsibilities** include the following:

- Assists with ensuring the organization's protected health information security program is compliant with applicable federal and state laws and regulations.
- Assists with ensuring compliance with the administrative, technical, and physical safeguards required by HIPAA.
- Assists with the establishing system controls by developing and implementing HITRUST and MARS-E framework objectives; ensuring appropriate levels of privileged and end user access; recommends improvements.
- Assists with ensuring the adequacy of Health Current's electronic security infrastructure.
- Monitors and reports changes in electronic information security technologies and best practices and make recommendations for changes in Health Current's electronic security infrastructure.
- Receives, investigates and responds to complaints and/or allegations of violations of Health Current's security policies and procedures.
- Maintains access controls by providing information, resources, and technical support.
- Performs workflow analysis of functional teams to ensure and improve security and privacy controls and adherence.
- Ensures authorized access by investigating improper access; revoking access; reporting violations; monitoring information requests by new programming; recommending improvements.
- Establishes computer and terminal physical security by developing standards, policies, and procedures; coordinating with facilities security; recommending improvements.

- Works with IT Managed Services partners ensuring regular backups; disaster preparedness; security related change control and conducting and documenting security related root cause analysis efforts and results; recommending improvements.
- Enhances security awareness by providing orientation, educational programs, and on-going communication.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes information systems and organization mission by completing related results as needed.
- Performs other related duties as assigned

### **Qualifications**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Skills**

- Advanced knowledge of HITRUST/MARS-E frameworks
- Advanced knowledge of Information Security practices, policies and procedures
- Strong written and oral communication skills.
- Strong analytical and organizational skills.
- Working knowledge of network protocols.
- Working knowledge of HL7 v2.x, HL7 v3.x, C-CDA and XDS.b standards and protocols, and IHE.
- Working knowledge of healthcare clinical codes sets such as LOINC, CPT, ICD, RxNorm, etc.
- Ability to contribute to process improvement, problem solve, and manage projects.
- Ability to prioritize and manage multiple high priority tasks.
- Ability to manage competing priorities in a complex and dynamic environment.
- Ability to convey a strong presence and professional image.
- Ability to work in a fast-paced and rapidly changing environment and consistently meet strict service level agreement performance requirements.
- Ability to work independently as well as ability to effectively work in a team environment and maintain strong working relationships.
- Advanced knowledge of Microsoft office toolset (Word, Project, Excel, and PowerPoint required; Visio preferred).

### **Education/Experience**

4-6 years of experience in network system and information security required. Bachelor's degree in Information Technology, Computer Science, Business Administration or another related field required. Master's degree preferred. Formal certifications such as CISSP, HCISSP, and CSSP preferred.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This includes availability to work non-regular hours as necessary, ability to periodically drive to and from clients, conferences and events, and limited travel. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. An employee must occasionally lift and/or move up to 30 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Specific vision abilities required by this job include close vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and talk or hear.